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**GSA 899 Environmental Services Contract**

**Contract Number and Period**

GS-10F-0091T

December 26, 2011 through December 25, 2016

**Contract Administrator**

Duncan Heydon  
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OCCU-TEC is a Kansas City-based, full service consulting firm providing specialized assistance and training in occupational safety, industrial hygiene, environmental protection, and energy solutions. Formed in 1983, we have been offering clients the benefit of years of hands-on experience. Our professionals have worked with OSHA, EPA, and other regulatory agencies. Not only do we understand their rules and regulations, we have developed courses that teach you the best ways to comply with those standards. We understand the challenges faced by government agencies and businesses today, and offer innovative and cost-effective solutions for handling these issues.

OCCU-TEC assists its clients in developing cost-effective solutions to their energy, environmental and safety concerns. Services include, but are not limited to asbestos, mold, lead, fuel/fuel tank management, industrial hygiene, and indoor air quality. In today's competitive market, agencies and businesses have elected to reevaluate their workplace, operations, and processes in order to eliminate loss associated with waste and preventable injuries. Our safety consulting experts address these safety and loss concerns and provide cost-effective solutions that can substantially increase its clients' productivity and bottom line.

OCCU-TEC offers safety and environmental training customized to the clients' needs, conducted by industry experts who understand how adults learn. Our OSHA-authorized online training, in addition to our other online courses, overcomes the greatest challenges in delivering high quality training – time, money, and consistency. We also offer a wide range of classroom training, including safety and environmental compliance, safety management, and asbestos and lead certification courses.

*In the fast changing, legislative burdensome world of energy, environmental and safety management, you need only to rely on the best...*

**OCCU-TEC**



**Winner of 2006 "25 Under 25®" Award**

# **GSA RATE SCHEDULE**

SIN 899-1: Environmental Consulting Services  
SIN 899-1RC: Environmental Consulting Services

SIN 899-3: Environmental Training Services  
SIN 899-3RC: Environmental Training Services

Maximum Order is \$1 million  
Prompt Payment discount is 0.5% - 10 days, Net 30

<b>GSA Labor Categories</b>	<b>2012 hourly rate</b>	<b>2013 hourly rate</b>	<b>2014 hourly rate</b>	<b>2015 hourly rate</b>	<b>2016 hourly rate</b>
EPA Asbestos Inspector	\$ 66.95	\$ 68.96	\$ 71.03	\$ 73.16	\$ 75.35
Asbestos Inspector/Helper **	\$ 46.87	\$ 48.27	\$ 49.72	\$ 51.21	\$ 52.75
EPA AHERA Asbestos Management Planner	\$ 150.38	\$ 154.89	\$ 159.54	\$ 164.32	\$ 169.25
EPA AHERA Asbestos Project Designer	\$ 107.12	\$ 110.33	\$ 113.64	\$ 117.05	\$ 120.56
Asbestos Project Designer	\$ 74.68	\$ 76.92	\$ 79.22	\$ 81.60	\$ 84.05
Asbestos Air Sampling Technician I **	\$ 46.87	\$ 48.27	\$ 49.72	\$ 51.21	\$ 52.75
Asbestos Air Sampling/Technician II **	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.41	\$ 77.67
Asbestos Air Sampling Professional (Missouri)	\$ 107.12	\$ 110.33	\$ 113.64	\$ 117.05	\$ 120.56
EPA Lead Inspector	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.41	\$ 77.67
EPA Lead Risk Assessor	\$ 87.04	\$ 89.65	\$ 92.34	\$ 95.11	\$ 97.96
Project Manager	\$ 74.68	\$ 76.92	\$ 79.22	\$ 81.60	\$ 84.05
Senior Project Manager	\$ 106.09	\$ 109.27	\$ 112.55	\$ 115.93	\$ 119.41
Department Head	\$ 133.39	\$ 137.39	\$ 141.51	\$ 145.75	\$ 150.13
Principal	\$ 150.38	\$ 154.89	\$ 159.54	\$ 164.32	\$ 169.25
Environmental Sampling Technician I **	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.41	\$ 77.67
Environmental Sampling Technician II **	\$ 87.04	\$ 89.65	\$ 92.34	\$ 95.11	\$ 97.96
Geologist	\$ 107.12	\$ 110.33	\$ 113.64	\$ 117.05	\$ 120.56
Geologist (State Licensed)	\$ 118.45	\$ 122.00	\$ 125.66	\$ 129.43	\$ 133.32
Certified Hazardous Material Manager (CHMM)	\$ 150.38	\$ 154.89	\$ 159.54	\$ 164.32	\$ 169.25
Environmental Scientist I	\$ 87.04	\$ 89.65	\$ 92.34	\$ 95.11	\$ 97.96
Environmental Scientist II	\$ 107.12	\$ 110.33	\$ 113.64	\$ 117.05	\$ 120.56
Environmental Engineer P.E.	\$ 139.05	\$ 143.22	\$ 147.52	\$ 151.94	\$ 156.50
Industrial Hygiene Technician I **	\$ 54.59	\$ 56.23	\$ 57.91	\$ 59.65	\$ 61.44

<b>GSA Labor Categories</b>	<b>2012 hourly rate</b>	<b>2013 hourly rate</b>	<b>2014 hourly rate</b>	<b>2015 hourly rate</b>	<b>2016 hourly rate</b>
Industrial Hygiene Technician II **	\$ 69.01	\$ 71.08	\$ 73.21	\$ 75.41	\$ 77.67
Industrial Hygienist	\$ 106.09	\$ 109.27	\$ 112.55	\$ 115.93	\$ 119.41
Professional Industrial Hygienist (PIH)	\$ 128.75	\$ 132.61	\$ 136.59	\$ 140.69	\$ 144.91
Certified Industrial Hygienist (CIH)	\$ 144.20	\$ 148.53	\$ 152.98	\$ 157.57	\$ 162.30
Safety Professional	\$ 82.92	\$ 85.40	\$ 87.96	\$ 90.60	\$ 93.32
Certified Safety Professional (CSP)	\$ 123.60	\$ 127.31	\$ 131.13	\$ 135.06	\$ 139.11
Health Physics Technician	\$ 107.12	\$ 110.33	\$ 113.64	\$ 117.05	\$ 120.56
Health Physicist	\$ 113.82	\$ 117.23	\$ 120.75	\$ 124.37	\$ 128.10
Senior Health Physicist	\$ 158.11	\$ 162.85	\$ 167.73	\$ 172.77	\$ 177.95
CADD Technician	\$ 74.68	\$ 76.92	\$ 79.22	\$ 81.60	\$ 84.05
AutoTrak Database Entry **	\$ 93.73	\$ 96.54	\$ 99.44	\$ 102.42	\$ 105.49
Clerical, Secretary, Data Entry **	\$ 38.63	\$ 39.78	\$ 40.98	\$ 42.21	\$ 43.47

\*\* indicates the SCA Labor Categories

<b>Training Course - Classroom Courses</b>	<b>Course Price</b>	<b>Minimum Number Participants</b>	<b>Maximum Number Participants</b>	<b>Per Person After Minimum</b>
OSHA General Industry 2-day Compliance Course	\$3,325.00	10	30	\$330.00
OSHA General Industry 30-hour Compliance Course	\$6,650.00	10	30	\$665.00
OSHA Overview 1-day Course	\$1,660.00	10	30	\$165.00
OSHA General Industry 10-hour Compliance Course	\$3,325.00	10	30	\$330.00
OSHA and the Health Care Industry 1-day Course	\$1,660.00	10	30	\$165.00
OSHA Recordkeeping 1/2-day Course	\$ 950.00	10	30	\$ 95.00
The Basics of Life Safety 2-day Course	\$3,325.00	10	30	\$330.00
Accident Investigation 1/2-day Course	\$ 950.00	10	30	\$ 95.00
Safety for the Non-Safety Professional 1-day Course	\$1,660.00	10	30	\$165.00
Collateral Duty for Federal Agencies 4-day Course	\$6,650.00	10	30	\$665.00
Safety Management 1-day Course	\$1,660.00	10	30	\$165.00
Supervisors' Safety Refresher 1-day Course	\$1,660.00	10	30	\$165.00

<b>Training Course - Classroom Courses</b>	<b>Course Price</b>	<b>Minimum Number Participants</b>	<b>Maximum Number Participants</b>	<b>Per Person After Minimum</b>
Safety Committee 1/2-day Course	\$ 950.00	10	30	\$ 95.00
Introduction to Behavior Based Safety 1-day Course	\$1,660.00	10	30	\$165.00
Implementing Behavior Based Safety 1-day Course	\$1,660.00	10	30	\$165.00
Hazard Communication /Employee Right-To-Know 1-day Course	\$1,660.00	10	30	\$165.00
The Basics of Industrial Hygiene 1-day Course	\$1,660.00	10	30	\$165.00
Personal Protective Equipment 1/2-day Course	\$ 950.00	10	30	\$ 95.00
Pre-Screening and Qualifying Contractors 1/2-day Course	\$ 950.00	10	30	\$ 95.00
Contractor Safety 1-day Course	\$1,660.00	10	30	\$165.00
Lockout/Tagout 1-day Course	\$1,660.00	10	30	\$165.00
Confined Space Entry 1-day Course	\$1,660.00	10	30	\$165.00
Bloodborne Pathogens 1-day Course	\$1,660.00	10	30	\$165.00
Electrical Safety 2-day Course	\$3,325.00	10	30	\$330.00
The Basics of Ergonomics 1-day Course	\$1,660.00	10	30	\$165.00
Introduction to Ergonomics 2-day Course	\$3,325.00	10	30	\$330.00
Machine Guarding 1-day Course	\$1,660.00	10	30	\$165.00
Forklift Safety 1-day Course	\$1,660.00	10	30	\$165.00
Asbestos Inspector 3-day Course	\$4,275.00	10	30	\$425.00
Asbestos Management Planner 2-day Course	\$3,325.00	10	30	\$330.00
Asbestos Worker 4-day Course	\$6,650.00	10	30	\$665.00
Asbestos Contractor/Supervisor 5-day Course	\$7,125.00	10	30	\$715.00
Asbestos Awareness 2-hour Course	\$ 715.00	10	30	\$ 70.00
Asbestos Operations and Maintenance 16-hour Course	\$3,325.00	10	30	\$330.00
Asbestos Inspector 4-hour Refresher Course	\$ 900.00	10	30	\$ 90.00
Asbestos Management Planner 4-hour Refresher Course	\$ 900.00	10	30	\$ 90.00
Asbestos Worker 8-hour Refresher Course	\$1,660.00	10	30	\$165.00

<b>Training Course - Classroom Courses</b>	<b>Course Price</b>	<b>Minimum Number Participants</b>	<b>Maximum Number Participants</b>	<b>Per Person After Minimum</b>
Asbestos Contractor/Supervisor 8-hour Refresher Course	\$1,660.00	10	30	\$165.00
Asbestos Project Designer 8-hour Refresher Course	\$1,660.00	10	30	\$165.00
Lead Inspector 3-day Course	\$4,985.00	10	30	\$500.00
Lead Contractor/Supervisor 5-day Course	\$8,315.00	10	30	\$830.00
Lead Worker 4-day Course	\$6,650.00	10	30	\$665.00
Lead Inspector 8-hour Refresher Course	\$1,660.00	10	30	\$165.00
Lead Contractor/Supervisor 8-hour Refresher Course	\$1,660.00	10	30	\$165.00
Lead Worker 8-hour Refresher Course	\$1,660.00	10	30	\$165.00
40-hour HAZWOPER Course	\$8,315.00	10	30	\$830.00
24-hour HAZWOPER-Hazardous Materials Technician Course	\$4,985.00	10	30	\$500.00
24-hour HAZWOPER-Hazardous Materials Specialist Course	\$4,985.00	10	30	\$500.00
24-hour HAZWOPER-On Scene Incident Commander Course	\$4,985.00	10	30	\$500.00
8-hour HAZWOPER-First Responder Operations Level Course	\$1,660.00	10	30	\$165.00
4-hour HAZWOPER-First Responder Awareness Level Course	\$ 950.00	10	30	\$ 95.00
8-hour HAZWOPER Supervisor Course	\$1,660.00	10	30	\$165.00
8-hour HAZWOPER Refresher Course	\$1,660.00	10	30	\$165.00
Ammonia Spill Response/Clean-up 8-hour Course	\$1,660.00	10	30	\$165.00
Overview of Environmental Regulations 1-day Course	\$1,660.00	10	30	\$165.00

<b>Equipment</b>	<b>Daily rate</b>
PCM Microscope (Includes Sample Prep Kit)	\$ 33.25
Secondary Calibrator (Rotometer)	\$ 4.75
High Volume Air Sampling Pump	\$ 40.75
Low Volume (Personal) Air Sampling Pump	\$ 40.75
XRF Lead Analyzer	\$ 71.25

Equipment	Daily rate
Allergenco Air Impactor (Mold Sampler)	\$ 23.75
Sling Psychrometer (Humidity/Temperature)	\$ 14.25
Digital Moisture Meter	\$ 14.25
Thermo Anemometer	\$ 71.25
Digital Light Meter	\$ 28.50
Multi-Gas Meter (CO, H2S, O2, LEL)	\$ 71.25
Noise Dosimeter/Sound Level Meter	\$ 39.00
PID/FID (Hand-Held)	\$ 109.25
Smoke Tubes (Set of 15)	\$ 23.75

# SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code – Title	WD Number
Asbestos Inspector-Helper	30081 – Engineering Technician I	WD 05-2307
Asbestos Air Sampling Technician I	30081 - Engineering Technician I	WD 05-2307
Asbestos Air Sampling/Technician II	30082 – Engineering Technician II	WD 05-2307
Environmental Sampling Technician I	30081 - Engineering Technician I	WD 05-2307
Environmental Sampling Technician II	30082 – Engineering Technician II	WD 05-2307
Industrial Hygiene Technician I	30081 - Engineering Technician I	WD 05-2307
Industrial Hygiene Technician II	30082 – Engineering Technician II	WD 05-2307
AutoTrak Database Entry	01613 – Word Processor III	WD 05-2307
Clerical, Secretary, Data	01612 – Word Processor II	WD 05-2307

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

## **LABOR CATEGORY DESCRIPTIONS**



## **JOB DESCRIPTION**

**Functional Title:** EPA Asbestos Inspector **Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
5. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in asbestos, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Missouri Asbestos Inspector.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Asbestos Inspector-Helper

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Project Manager
Subordinate Staff:	Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

### **Summary Statement:**

Supports the Operations Department in a variety of tasks, including asbestos inspections and other assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Performs tasks related to OCCU-TEC projects as assigned.
2. Consults with staff to determine compliance with asbestos, environmental and safety standards and reports findings.
3. Prepares reports.
4. Assists Project Manager with cost estimates and bids.
5. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
5. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least one year of experience working in asbestos, environmental, safety or other similar industry. A four-year degree in a related science field is a plus.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** EPA AHERA Asbestos Management Planner **Department:** Operations **Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
5. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in asbestos, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Missouri Asbestos Management Planner.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** EPA AHERA Asbestos Project Designer   **Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
9. Networks with various business groups to assist in generating new business.
10. Makes sales presentations and confers with clients.
11. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in asbestos, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Missouri Asbestos Project Designer.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Asbestos Project Designer

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
9. Networks with various business groups to assist in generating new business.
10. Makes sales presentations and confers with clients.
11. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in asbestos, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Asbestos Project Designer.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Asbestos Air Sampling Technician I

**Department:** Operations **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Performs assigned OCCU-TEC projects.
2. Conducts air monitoring at projects, reports findings and completes reports.
3. Performs other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential asbestos and environmental hazards in numerous work environments.
2. Knowledge of sampling methods and procedures.
3. Excellent communication skills including writing, grammar, and oral.
4. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in industrial hygiene or asbestos field. Successfully completed Air Sampling Technician course. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Asbestos Air Sampling Technician II

**Department:** Operations **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Provides technical assistance.
5. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential asbestos and environmental hazards in numerous work environments.
2. Working knowledge of Federal regulations pertaining to Safety and Environmental issues.
3. Knowledge of Safety and Environmental survey methods and procedures.
4. Knowledge of sampling methods and procedures.
5. Excellent communication skills including writing, grammar, and oral.
6. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in industrial hygiene or asbestos field. Successfully completed Air Sampling Technician course. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Asbestos Air Sampling Professional

**Department:** Operations **Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, conducts and oversees assigned OCCU-TEC air monitoring projects.
2. Consults with clients to determine compliance with asbestos, industrial hygiene, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
9. Networks with various business groups to assist in generating new business.
10. Makes sales presentations and confers with clients.
11. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in asbestos, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Missouri Asbestos Air Sampling Professional.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.



## **JOB DESCRIPTION**

**Functional Title:** EPA Lead Inspector

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with lead, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the lead, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
5. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in lead, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Lead Inspector.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** EPA Lead Risk Assessor **Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the lead, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. Knowledge of regulations pertaining to lead, industrial hygiene, environmental, and safety services.
5. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in lead, environmental, safety or other similar industry. A four-year degree in a related science field is a plus. Certified Lead Risk Assessor.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Project Manager

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Safety and Environmental Specialists
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Provides technical assistance.
5. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential asbestos and environmental hazards in numerous work environments.
2. Working knowledge of Federal regulations pertaining to Safety and Environmental issues.
3. Knowledge of Safety and Environmental survey methods and procedures.
4. Knowledge of sampling methods and procedures.
5. Excellent communication skills including writing, grammar, and oral.
6. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working as an Industrial Hygiene Technician or Project Coordinator. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Senior Project Manager    **Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Principal / Department Head
Subordinate Staff:	Project Managers, Safety and Environmental Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Department Head / Project Manager in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
9. Networks with various business groups to assist in generating new business.
10. Makes sales presentations and confers with clients.
11. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working as a Project Manager. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Department Head

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Principal
Subordinate Staff:	Senior Project Managers, Project Managers, Safety and Environmental Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Principal, Senior Project Managers and Project Managers in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
9. Networks with various business groups to assist in generating new business.
10. Makes sales presentations and confers with clients.
11. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working as a Senior Project Manager or Project Manager. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Principal

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Board of Directors and other Principals
Subordinate Staff:	Department Heads, Senior Project Managers, Project Managers, Safety and Environmental Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with asbestos, environmental and safety standards, reports findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
5. Assists Principal, Senior Project Managers and Project Managers in approval of cost estimates and bids.
6. Manages functions and resources of the Operations Department.
7. Provides technical assistance.
8. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
9. Networks with various business groups to assist in generating new business.
10. Makes sales presentations and confers with clients.
11. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the asbestos, industrial hygiene, environmental, and safety industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to asbestos, industrial hygiene, environmental, and safety services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

Experienced in all aspects of environmental and safety consulting and remediation. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Environmental Sampling Technician I      **Department:** Operations      **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Performs assigned OCCU-TEC projects.
2. Conducts environmental sampling and monitoring at projects, reports findings and completes reports.
3. Performs other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential environmental hazards in numerous work environments.
2. Knowledge of sampling methods and procedures.
3. Excellent communication skills including writing, grammar, and oral.
4. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in environmental, safety or industrial hygiene field. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Environmental Sampling Technician II      **Department:** Operations      **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to: Senior Project Manager / Project Manager  
Other internal contacts: All office personnel  
External contacts: All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Provides technical assistance.
5. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential environmental hazards in numerous work environments.
2. Working knowledge of Federal regulations pertaining to Safety and Environmental issues.
3. Knowledge of Safety and Environmental survey methods and procedures.
4. Knowledge of sampling methods and procedures.
5. Excellent communication skills including writing, grammar, and oral.
6. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in environmental, safety or industrial hygiene field. Successfully completed Air Sampling Technician course. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.



## **JOB DESCRIPTION**

**Functional Title:** Geologist

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with geological and environmental standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head /Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the geological and environmental industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to geological and environmental services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in geology, environmental or other similar industry. A four-year degree in Geology.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Geologist – State Licensed

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with geological and environmental standards, report findings and offers solutions.
3. Prepares, reviews, evaluates and approves project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head /Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the geological and environmental industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to geological and environmental services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in geology, environmental or other similar industry. A four-year degree in Geology. Current State license.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Certified Hazardous Materials Manager    **Department:** Operations    **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the industrial hygiene, environmental, safety and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in environmental, safety or other similar industry. A four-year degree in a related science field. Certified Hazardous Materials Manager.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Environmental Scientist I **Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Performs assigned OCCU-TEC projects.
2. Conducts environmental related projects, reports findings and completes reports.
3. Performs other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential environmental hazards in numerous work environments.
2. Knowledge of environmental concepts and methodologies.
3. Excellent communication skills including writing, grammar, and oral.
4. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in environmental, safety or industrial hygiene field. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Environmental Scientist II **Department:** Operations **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to: Senior Project Manager / Project Manager  
Other internal contacts: All office personnel  
External contacts: All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, evaluates and approves project proposals, specifications and reports.
4. Provides technical assistance.
5. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential environmental hazards in numerous work environments.
2. Working knowledge of Federal regulations pertaining to Safety and Environmental issues.
3. Knowledge of Safety and Environmental evaluation methods and procedures.
4. Knowledge of monitoring methods and procedures.
5. Excellent communication skills including writing, grammar, and oral.
6. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least five years of experience working as an Environmental Scientist or related position. Four-year degree in a science related field such as Environmental Science, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Environmental Engineer, P.E.

**Department:** Operations **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, evaluates, and approves project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance and professional engineering oversight.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the environmental engineering, and safety and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least ten years of experience working in environmental engineering, environmental, safety or other similar industry. A four-year degree in a related engineering field. Registered Professional Engineer.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Industrial Hygiene Technician I    **Department:** Operations    **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Performs assigned OCCU-TEC projects.
2. Conducts industrial hygiene activities at projects, reports findings and completes reports.
3. Performs other activities as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential industrial hygiene and safety hazards in numerous work environments.
2. Knowledge of industrial hygiene methods and procedures.
3. Excellent communication skills including writing, grammar, and oral.
4. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in industrial hygiene or asbestos field. Four-year degree in a science related field such as Industrial Hygiene, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Industrial Hygiene Technician II   **Department:** Operations   **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Provides technical assistance.
5. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential industrial hygiene, safety and environmental hazards in numerous work environments.
2. Working knowledge of Federal regulations pertaining to Industrial Hygiene, Safety and Environmental issues.
3. Knowledge of Industrial Hygiene, Safety and Environmental survey methods and procedures.
4. Knowledge of sampling methods and procedures.
5. Excellent communication skills including writing, grammar, and oral.
6. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working as an Industrial Hygiene Technician or Project Coordinator. Four-year degree in a science related field such as Industrial Hygiene, Chemistry, Biology, or Safety a plus.

### **Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be willing to travel by any mode. Must be professional in appearance and conduct.



## **JOB DESCRIPTION**

**Functional Title:** Industrial Hygienist

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with industrial hygiene and safety standards, report findings and offer solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the industrial hygiene, environmental, safety and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in industrial hygiene, environmental, safety or other similar industry A four-year degree in a related science field.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Professional Industrial Hygienist   **Department:** Operations   **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with industrial hygiene, environmental and safety standards, report findings and offer solutions.
3. Prepares, reviews, evaluates, and approves project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the industrial hygiene, environmental, safety and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in industrial hygiene, environmental, safety or other similar industry A four-year degree in a related science field. Registered Professional Industrial Hygienist.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Certified Industrial Hygienist      **Department:** Operations      **Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with environmental and safety standards, report findings and offers solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the industrial hygiene, environmental, safety and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in industrial hygiene, environmental, safety or other similar industry. A four-year degree in a related science field. Certified Industrial Hygienist.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Safety Professional

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with safety standards, report findings and offer solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the safety and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in safety, environmental, or other similar industry. A four-year degree in a related science field is a plus.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Certified Safety Professional

**Department:** Operations

**Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with safety and industrial hygiene standards, report findings and offer solutions.
3. Prepares, reviews, and evaluates project proposals, specifications and reports.
4. Outlines work plans and assigns projects to project managers.
5. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
6. Assists Department Head/Senior Project Manager in approval of cost estimates and bids.
7. Manages functions and resources of the Operations Department.
8. Provides technical assistance.
9. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
10. Networks with various business groups to assist in generating new business.
11. Makes sales presentations and confers with clients.
12. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of the safety, industrial hygiene and training industries.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in safety, environmental, or other similar industry. A four-year degree in a related science field. Certified Safety Professional.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Health Physicist Technician

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

### **Responsibilities:**

1. Performs assigned OCCU-TEC projects.
2. Conducts radioactive activities at projects, reports findings and completes reports.
3. Appraises radioactive work areas for compliance and good safety practices.
4. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Ability to recognize potential radiation safety hazards in numerous work environments.
2. Knowledge of radiation safety methods and procedures.
3. Excellent communication skills including writing, grammar, and oral.
4. Knowledge of basic computer software including Word and Excel.

### **Education and Experience:**

At least three years of experience working in radiation protection program or related activities. A four-year degree in a related science field is a plus.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Health Physicist

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to:	Department Head / Senior Project Manager
Subordinate Staff:	Project Managers, Safety and Environmental Specialists and Clerical Staff
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with radiation safety standards, report findings and offer solutions.
3. Appraises radioactive work areas for compliance and good safety practices.
4. Prepares, reviews, and evaluates project proposals, specifications and reports.
5. Outlines work plans and assigns projects to health physicist technician.
6. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
7. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
8. Manages functions and resources of the Operations Department.
9. Provides technical assistance.
10. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
11. Networks with various business groups to assist in generating new business.
12. Makes sales presentations and confers with clients.
13. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of waste management, radiation surveys, X-ray machines, and radiation safety.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least five years of experience working in radiation protection program or related activities of laboratory sample counting, spectrometry, shielding, and effluent monitoring. A four-year degree in a related science field is a plus.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Senior Health Physicist

**Department:** Operations **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to: Department Head / Senior Project Manager  
Subordinate Staff: Project Managers, Safety and Environmental Specialists and Clerical Staff  
Other internal contacts: All office personnel  
External contacts: All safety, environmental and training clients and potential clients

**Summary Statement:** Plans, performs, directs, coordinates and evaluates activities of all assigned OCCU-TEC projects in accordance with the corporate strategic plan.

### **Responsibilities:**

1. Plans, directs, and oversees assigned OCCU-TEC projects.
2. Consults with clients to determine compliance with radiation safety standards, report findings and offer solutions.
3. Appraises radioactive work areas for compliance and good safety practices.
4. Prepares, reviews, and evaluates project proposals, specifications and reports.
5. Outlines work plans and assigns projects to health physicist technician.
6. Examines billing and invoice records to facilitate processing of projects through the accounting channel.
7. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
8. Manages functions and resources of the Operations Department.
9. Provides technical assistance.
10. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
11. Networks with various business groups to assist in generating new business.
12. Makes sales presentations and confers with clients.
13. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of waste management, radiation surveys, X-ray machines, and radiation safety.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Knowledge of regulations pertaining to industrial hygiene, environmental, safety and training services.
6. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least ten years of experience working in radiation protection program or related activities of laboratory sample counting, spectrometry, shielding, and effluent monitoring. A four-year degree in a related science field is a plus.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be willing to travel. Must be professional in appearance and conduct.



## **JOB DESCRIPTION**

**Functional Title:** CADD Technician

**Department:** Operations

**Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

**Relationships:**

Reports to:	Project Manager
Other internal contacts:	All office personnel
External contacts:	All safety, environmental and training clients and potential clients

**Summary Statement:** Performs activities of OCCU-TEC projects as assigned

**Responsibilities:**

1. Performs assigned OCCU-TEC projects.
2. Performs computer aided design and drafting (CADD).
3. Performs other activity as directed or assigned.

**Knowledge and Skills:**

1. Ability to make architectural and engineering drawings using CADD methods and procedures.
2. Extensive knowledge of CADD software.
3. Excellent communication skills including writing, grammar, and oral.
4. Knowledge of basic computer software including Word and Excel.

**Education and Experience:**

At least three years of experience working in a related field. Degree in a related field is a plus.

**Other Characteristics:**

Must be willing to work time required to successfully complete job. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** AutoTrak Database Entry    **Department:** Operations/Administration    **Date:** 06/01/11

**Note:** Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.

### **Relationships:**

Reports to: Principal / Department Head / Senior Project Manager  
Other internal contacts: All office personnel  
External contacts: Operations clients in addition to vendors and employees.

**Summary Statement:** Supports the Operations Department in a variety of tasks related to the internal AutoTrak Database, including maintenance, updating, and data management.

### **Responsibilities:**

1. Inputs data and designs AutoTrak reports for the operations department including PPE, Machine Guarding, Industrial Hygiene, and other related reports.
2. Maintains and updates AutoTrak.
3. Assists all employees as needed.
4. Assists Department Head / Senior Project Manager in approval of cost estimates and bids.
5. Manages functions and resources of the Operations Department.
6. Provides technical assistance.
7. Plans, develops and establishes policies and objectives for the business organization in accordance with the corporate strategic plan.
8. Networks with various business groups to assist in generating new business.
9. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of computer software and programming.
2. General knowledge of personnel practices and procedures.
3. General knowledge of the consulting industry.
4. General awareness of sales and marketing industry.
5. Excellent communication skills including writing, grammar, and oral.

### **Education and Experience:**

At least three years of experience working in computer science, programming, or other similar industry. A four-year degree in a related field is a plus.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be professional in appearance and conduct.

## **JOB DESCRIPTION**

**Functional Title:** Clerical, Secretary, Data Entry Department: Operations/Administration **Date:** 06/01/11

**Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all-inclusive.**

### **Relationships:**

Reports to:	Principal / Department Head / Senior Project Manager
Subordinate Staff:	None
Other internal contacts:	All office personnel
External contacts:	Operations clients in addition to vendors and employees.

**Summary Statement:** Supports the Operations Department in a variety of tasks, including clerical, travel arrangements and information, and purchasing.

### **Responsibilities:**

1. Prepares project reports for the Operations Department including PPE, Machine Guarding and Paradox.
2. Maintains and updates Paradox.
3. Types correspondence.
4. Files.
5. Assists all employees as needed.
6. Helps to maintain efficient workflow in the office.
7. Answers incoming calls.
8. Manages, maintains, and updates office machines including fax copier, and typewriters.
9. Prepares for training classes including producing certificates, manuals, tests, and supplies.
10. Makes travel arrangements.
11. Types lab reports.
12. Purchases – including office supplies, shirts, business cards and promotional material.
13. Assists executive assistant as needed with Director's approval.
14. Any other activity as directed or assigned.

### **Knowledge and Skills:**

1. Knowledge of general office practices and procedures.
2. Knowledge of written communication format, business English and composition.
3. Skills in operating personal computer and various software packages.
4. Ability to communicate with employees and other business contacts.
5. Ability to type 45 wpm.
6. Skill in operating various office equipment, such as copy machine, facsimile machine, postage meter, typewriter, and telephone system.
7. Ability to make decisions.

### **Education and Experience:**

High school graduate or equivalent, some college preferred. A minimum of three years experience in an office environment.

### **Other Characteristics:**

Must be willing to work time required for successful completion of job. Must be professional in appearance and conduct.

# **TRAINING COURSE DESCRIPTIONS**

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>OSHA General Industry 2-day Compliance Course</b>	Length of Course (# of Hrs/Days):	<b>2 Days</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>2-day course that provides instruction on a variety of OSHA General Industry safety and health standards. Topics include, but are not limited to: Introduction to OSHA; Walking Working Surfaces; Exit Routes, Emergency Action Plans and Fire Protection; Electrical; Hazardous Materials; Personal Protective Equipment; Machine Guarding; Hazard Communication; Bloodborne Pathogens; and Safety and Health Programs. Students receive a 10-hour completion card for General Industry from a Regional OTI Education Center and a certificate of completion.</i>			

Title of Course:	<b>OSHA General Industry 30-hour Compliance Course</b>	Length of Course (# of Hrs/Days):	<b>4 Days</b>
Total Price of Course:	<b>\$6,650</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$7,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$665</b>
Description of course: <i>4-day course that provides instruction on a variety of OSHA General Industry safety and health standards. Topics include, but are not limited to: Introduction to OSHA; Walking Working Surfaces; Exit Routes, Emergency Action Plans and Fire Protection; Electrical; Hazardous Materials; Personal Protective Equipment; Machine Guarding; Hazard Communication; Introduction to Industrial Hygiene/ Bloodborne Pathogens; Flammable and Combustible Liquids; Permit-Required Confined Spaces; Lockout/Tagout; Welding, Cutting and Brazing; and Safety and Health Programs. Students receive a 30-hour completion card for General Industry from a Regional OTI Education Center and a certificate of completion.</i>			

Title of Course:	<b>OSHA Overview 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides an update and review of the most common OSHA General Industry safety and health standards. Topics include, but are not limited to: History of OSHA; Recordkeeping; Control of Hazardous Energy; and Emergency Action Plans. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>OSHA General Industry 10-hour Compliance Course</b>	Length of Course (# of Hrs/Days):	<b>2 Days</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>2-day course that provides instruction on a variety of OSHA General Industry safety and health standards. Topics include: Introduction to OSHA; Walking Working Surfaces; Exit Routes, Emergency Action Plans and Fire Protection; Electrical; Hazardous Materials; Personal Protective Equipment; Machine Guarding; Hazard Communication; and Safety and Health Programs. Students receive a 10-hour completion card for General Industry from a Regional OTI Education Center and a certificate of completion.</i>			

Title of Course:	<b>OSHA and the Health Care Industry 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on a variety of OSHA standards that relate to the Health Care Industry. Topics include, but are not limited to: Introduction to OSHA; Written Compliance Programs; Hazardous Materials; Personal Protective Equipment; Hazard Communication; Bloodborne Pathogens; Hazard Recognition; and Safety and Health Programs. Students receive a certificate of completion.</i>			

Title of Course:	<b>OSHA Recordkeeping 1/2-day Course</b>	Length of Course (# of Hrs/Days):	<b>1/2 Day</b>
Total Price of Course:	<b>\$950</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$95</b>
Description of course: <i>1/2-day course that provides instruction on the OSHA Recordkeeping standards. Topics include, but are not limited to: Introduction to OSHA; 29CFR1904; Required records; Definitions; and Compliance Directive and Letters of Interpretation. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b><i>The Basics of Life Safety 2-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>2 Days</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>2-day course that provides a review of the Life Safety Code and the knowledge needed to apply the Code accurately and consistently. Topics include, but are not limited to: Exit Routes; Fire Protection; Facility Service; and Administration. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Accident Investigation 1/2-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>1/2 Day</b>
Total Price of Course:	<b>\$950</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$95</b>
Description of course: <i>1/2-day course that provides the step-by-step process of investigating on the job accidents. Topics include, but are not limited to: Securing the accident scene; Interviewing witnesses; Determining root causes; and Establishing corrective actions. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Safety for the Non-Safety Professional 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on how to more effectively manage the safety responsibilities of a non-safety professional. Topics include, but are not limited to: Reading and referring to the regulations; What an OSHA inspector looks for; Conducting safety meetings; OSHA required written programs; and Training overview.. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b><i>Collateral Duty for Federal Agencies 4-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>4 Days</b>
Total Price of Course:	<b>\$6,650</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$7,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$665</b>
Description of course: <i>4-day course that provides instruction on a variety of OSHA General Industry safety and health standards to Federal Government employees whose duties include safety in addition to their regular job responsibilities. Topics include: Federal agency requirements; Introduction to OSHA; Walking Working Surfaces; Exit Routes, Emergency Action Plans and Fire Protection; Electrical; Hazardous Materials; Personal Protective Equipment; Machine Guarding; Hazard Communication; Bloodborne Pathogens; and Safety and Health Programs. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Safety Management 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides management's role in safety. Topics include, but are not limited to: How to establish and expand a proactive safety process. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Supervisors' Safety Refresher 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides supervisors with a refresher on their responsibilities related to safety. Topics include, but are not limited to: Update on current safety issues; Supervisors' role in safety; and Implementing and maintaining a safety system within the Supervisors' area of responsibility. Students receive a certificate of completion.</i>			



## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Safety Committee 1/2-day Course</b>	Length of Course (# of Hrs/Days):	<b>1/2 Day</b>
Total Price of Course:	<b>\$950</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$95</b>
Description of course: <i>1/2-day course that provides instruction on how to establish a Safety Committee. Topics include, but are not limited to: Who should be on it; Roles of members; How often to meet; and Goals and objectives. Students receive a certificate of completion.</i>			

Title of Course:	<b>Introduction to Behavior Based Safety 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides an introduction to Behavior Based Safety (BBS) concepts. Topics include, but are not limited to: BBS issues; Determining if BBS systems work; and Determining if a BBS system is right for your organization. Students receive a certificate of completion.</i>			

Title of Course:	<b>Implementing Behavior Based Safety 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on how to implement Behavior Based Safety (BBS) process within your organization. Topics include, but are not limited to: Establishing a BBS system; Maintaining a BBS system; and Identifying common pitfalls of BBS systems. Students receive a certificate of completion. PREREQUISITE: Introduction to Behavior Based Safety.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Hazard Communication / Employee Right-To-Know 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on the OSHA Hazard Communication (HAZCOM) standard. Topics include, but are not limited to: Discussion of 29CFR1910.1200; Creating a HAZCOM program; Maintaining MSDS; Developing employee training; Reducing chemical inventory; and Documentation. Students receive a certificate of completion.</i>			

Title of Course:	<b>The Basics of Industrial Hygiene 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides an introduction to industrial hygiene practices and terminology. Topics include, but are not limited to: Anticipating and recognizing potential health hazards in the workplace; Evaluating potential health hazards; Controlling health hazards; Indoor air quality; and Toxicology. Students receive a certificate of completion.</i>			

Title of Course:	<b>Personal Protective Equipment 1/2-day Course</b>	Length of Course (# of Hrs/Days):	<b>1/2 Day</b>
Total Price of Course:	<b>\$950</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$95</b>
Description of course: <i>1/2-day course that provides instruction on the OSHA personal protective equipment (PPE) standards. Topics include, but are not limited to: Review of 29CFR1910-Subpart I standards; Determining PPE requirements; Hearing protection; and Respiratory protection. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b><i>Pre-Screening and Qualifying Contractors 1/2-day Course</i></b>	Length of Course (# of Hrs/Days):	<b><i>½ Day</i></b>
Total Price of Course:	<b>\$950</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$95</b>
Description of course: <i>1/2-day course that provides instruction on how to pre-screen and qualify contractors. Topics include, but are not limited to: Controlling potential hazards; Basic qualification requirements; and Compliance issues. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Contractor Safety 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b><i>1 Day</i></b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on how to manage contractors. Topics include, but are not limited to: Pre-screening contractors; Managing contractors; and examples of programs. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Lockout/Tagout 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b><i>1 Day</i></b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on the Control of Hazardous Energy – Lockout/Tagout (LOTO). Topics include, but are not limited to: Review of 29CFR1910.57; Requirements for LOTO; Establishing a LOTO Program; Establishing LOTO procedures; How to control hazardous energy; and LOTO equipment. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Confined Space Entry 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on Confined Space Entry (CSE). Topics include, but are not limited to: Review of 29CFR1910.56; Requirements for CSE; Establishing a CSE Program; Establishing CSE procedures; CSE Permits; and CSE equipment. Students receive a certificate of completion.</i>			

Title of Course:	<b>Bloodborne Pathogens 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on Bloodborne Pathogens. Topics include, but are not limited to: Review of 29CFR1910.1030; Requirements for Bloodborne Pathogens; Establishing a Bloodborne Pathogen Program; Establishing Bloodborne Pathogen procedures; and Equipment. Students receive a certificate of completion.</i>			

Title of Course:	<b>Electrical Safety 2-day Course</b>	Length of Course (# of Hrs/Days):	<b>2 Days</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>2-day course that provides instruction on the basics of Electrical Safety. Topics include, but are not limited to: Review of 29CFR1910-Subpart S standards; Basic concepts of electricity; and How to work safely with electrical energy. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b><i>The Basics of Ergonomics 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on the basics of Ergonomics. Topics include, but are not limited to: Review of OSHA guidance documents; Identifying ergonomic concerns; Evaluating ergonomic issues; and Solving ergonomic problems. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Introduction to Ergonomics 2-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>2 Days</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>2-day course that provides instruction on the basics of Ergonomics and addressing Ergonomics issues. Topics include, but are not limited to: Discussion of OSHA and other related guidance documents; Identifying ergonomic concerns; Evaluating ergonomic issues; Solving ergonomic problems; and Practical application workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b><i>Machine Guarding 1-day Course</i></b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on Machine Guarding. Topics include, but are not limited to: Review of 29CFR1910 – Subparts O and P; Requirements for Machine Guarding; and Requirements for various machines, power-transmission apparatus, and hand and portable powered tools. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Forklift Safety 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides instruction on the basics of Forklift Safety. Topics include, but are not limited to: Review of 29CFR1910.178; Safe use of powered industrial trucks; Pre-use inspections; Proper driving techniques; and hands-on use workshop when attendee's equipment is available. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Inspector 3-day Course</b>	Length of Course (# of Hrs/Days):	<b>3 Days</b>
Total Price of Course:	<b>\$4,275</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$4,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$425</b>
Description of course: <i>3-day course that meets the EPA AHERA MAP and OSHA requirements and has been approved by the EPA and the State of Missouri. This course provides instruction on conducting inspections of buildings for asbestos-containing materials (ACM). Topics include, but are not limited to: Review of AHERA, 29CFR1910.1001 and 1926.1101 requirements; Bulk sampling procedures; How to conduct an inspection; Laboratory requirements; and Practical application workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Management Planner 2-day Course</b>	Length of Course (# of Hrs/Days):	<b>2 Days</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>2-day course that meets the EPA AHERA MAP requirements and has been approved by the EPA and the State of Missouri. This course provides instruction on preparing management plans for buildings containing asbestos-containing materials (ACM). Topics include, but are not limited to: Review of AHERA requirements; Requirements for ACM Operations and Maintenance programs; How to write an effective Management Plan; and Practical application workshop. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Asbestos Worker 4-day Course</b>	Length of Course (# of Hrs/Days):	<b>4 Days</b>
Total Price of Course:	<b>\$6,650</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$7,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$665</b>
Description of course: <i>4-day course that meets the EPA AHERA MAP and OSHA requirements and has been approved by the EPA and the State of Missouri. This course provides instruction for workers on how to properly abate asbestos-containing materials (ACM). Topics include, but are not limited to: Review of AHERA and 1926.1101 requirements; Permissible exposure limits; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Contractor/Supervisor 5-day Course</b>	Length of Course (# of Hrs/Days):	<b>5 Days</b>
Total Price of Course:	<b>\$7,125</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$7,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$715</b>
Description of course: <i>5-day course that meets the EPA AHERA MAP and OSHA requirements and has been approved by the EPA and the State of Missouri. This course provides instruction for persons who supervise employees during the abatement of asbestos-containing materials (ACM). Topics include, but are not limited to: Review of AHERA and 1926.1101 requirements; Permissible exposure limits; Air monitoring; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; Recordkeeping requirements; Supervisory techniques; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Awareness 2-hour Course</b>	Length of Course (# of Hrs/Days):	<b>2 Hours</b>
Total Price of Course:	<b>\$715</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$70</b>
Description of course: <i>2-hour course that meets the EPA AHERA and OSHA requirements. This course provides instruction for custodial and maintenance employees who work in buildings containing asbestos-containing materials (ACM). Topics include, but are not limited to: Uses and types of ACM; Potential health effects of asbestos; and Recognition of ACM. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Asbestos Operations and Maintenance 16-hour Course</b>	Length of Course (# of Hrs/Days):	<b>16 Hours</b>
Total Price of Course:	<b>\$3,325</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$3,500</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$330</b>
Description of course: <i>16-hour course that meets the EPA AHERA and OSHA requirements. This course provides instruction for custodial and maintenance employees who have the possibility of contacting and/or disturbing asbestos-containing materials (ACM). Topics include, but are not limited to: Review of AHERA and 1926.1101 requirements; Potential health effects of asbestos; Permissible exposure limits; Small-scale, short-duration ACM O&amp;M activities; Personal protective equipment; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Inspector 4-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>4 Hours</b>
Total Price of Course:	<b>\$900</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$950</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$90</b>
Description of course: <i>4-hour course that meets the EPA AHERA MAP requirements and has been approved by the EPA and the State of Missouri. This course provides the refresher instruction required to keep your Asbestos Inspector accreditation current. Topics include, but are not limited to: Review of AHERA, 29CFR1910.1001 and 1926.1101 requirements; Bulk sampling procedures; How to conduct an inspection; and Laboratory requirements. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Management Planner 4-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>4 Hours</b>
Total Price of Course:	<b>\$900</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$950</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$90</b>
Description of course: <i>4-hour course that meets the EPA AHERA MAP requirements and has been approved by the EPA and the State of Missouri. This course provides the refresher instruction required to keep your Asbestos Management Planner accreditation current. Topics include, but are not limited to: Review of AHERA requirements; Requirements for ACM Operations and Maintenance programs; and How to write an effective Management Plan. Students receive a certificate of completion.</i>			



## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Asbestos Worker 8-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that meets the EPA AHERA MAP requirements and has been approved by the EPA and the State of Missouri. This course provides the refresher instruction required to keep your Asbestos Worker accreditation current. Topics include, but are not limited to: Review of AHERA and 1926.1101 requirements; Permissible exposure limits; Removal, encapsulation, enclosure and repair techniques; Engineering controls; and Medical monitoring. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Contractor/Supervisor 8-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that meets the EPA AHERA MAP requirements and has been approved by the EPA and the State of Missouri. This course provides the refresher instruction required to keep your Asbestos Contractor/Supervisor accreditation current. Topics include, but are not limited to: Review of AHERA and 1926.1101 requirements; Permissible exposure limits; Air monitoring; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; Recordkeeping requirements; and Supervisory techniques. Students receive a certificate of completion.</i>			

Title of Course:	<b>Asbestos Project Designer 8-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that meets the EPA AHERA MAP requirements and has been approved by the EPA and the State of Missouri. This course provides the refresher instruction required to keep your Asbestos Project Designer accreditation current. Topics include, but are not limited to: Review of AHERA requirements; Permissible exposure limits; Air monitoring; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; Recordkeeping requirements; and Design specifications. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Lead Inspector 3-day Course</b>	Length of Course (# of Hrs/Days):	<b>3 Days</b>
Total Price of Course:	<b>\$4,985</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$5,250</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$500</b>
Description of course: <i>3-day course that meets the OSHA requirements. This course provides instruction on conducting inspections of buildings for lead-containing materials. Topics include, but are not limited to: Review of HUD and 29CFR1926.62 requirements; XRF and bulk sampling procedures; How to conduct an inspection; Laboratory requirements; and Practical application workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Lead Contractor/Supervisor 5-day Course</b>	Length of Course (# of Hrs/Days):	<b>5 Days</b>
Total Price of Course:	<b>\$8,315</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$8,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$830</b>
Description of course: <i>5-day course that meets the OSHA requirements. This course provides instruction for persons who supervise employees during the abatement of lead-containing materials. Topics include, but are not limited to: Review of HUD and 1926.62 requirements; Permissible exposure limits; Air monitoring; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; Recordkeeping requirements; Waste disposal; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Lead Worker 4-day Course</b>	Length of Course (# of Hrs/Days):	<b>4 Days</b>
Total Price of Course:	<b>\$6,650</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$7,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$665</b>
Description of course: <i>4-day course that meets the OSHA requirements. This course provides instruction for workers on how to properly abate lead-containing materials. Topics include, but are not limited to: Review of HUD and 1926.62 requirements; Permissible exposure limits; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; and Hands-on workshop. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Lead Inspector 8-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that provides the refresher instruction required to keep your Lead Inspector training current. Topics include, but are not limited to: Review of HUD and 29CFR1926.62 requirements; XRF and bulk sampling procedures; How to conduct an inspection; Laboratory requirements; and Practical application workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Lead Contractor/Supervisor 8-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that provides the refresher instruction required to keep your Lead Contractor/Supervisor training current. Topics include, but are not limited to: Review of HUD and 1926.62 requirements; Permissible exposure limits; Air monitoring; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; Recordkeeping requirements; Waste disposal; and Practical application workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Lead Worker 8-hour Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that provides the refresher instruction required to keep your Lead Worker training current. Topics include, but are not limited to: Review of HUD and 1926.62 requirements; Permissible exposure limits; Removal, encapsulation, enclosure and repair techniques; Engineering controls; Medical monitoring; and Hands-on workshop. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>40-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Course</b>	Length of Course (# of Hrs/Days):	<b>40 Hours</b>
Total Price of Course:	<b>\$8,315</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$8,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$830</b>
Description of course: <i>40-hour course that meets the OSHA requirements. This course provides instruction for individuals involved in the clean-up of hazardous substance spills and releases. Topics include, but are not limited to: Review of 1910.120 requirements; Identifying and evaluating hazardous substances; Decontamination concepts and procedures; Permissible exposure limits; Air monitoring; Response concepts and techniques; Personal protective equipment; Medical monitoring; Waste disposal; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>24-hour Hazardous Waste Operations and Emergency Response – Hazardous Materials Technician Course</b>	Length of Course (# of Hrs/Days):	<b>24 Hours</b>
Total Price of Course:	<b>\$4,985</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$5,250</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$500</b>
Description of course: <i>24-hour course that meets the OSHA requirements. This course provides instruction for individuals who respond to releases of hazardous substances for the purpose of stopping the release. Topics include, but are not limited to: Review of 1910.120 requirements; Implementing response plans; Identifying and evaluating hazardous substances; Permissible exposure limits; Containment concepts and techniques; Personal protective equipment; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>24-hour Hazardous Waste Operations and Emergency Response – Hazardous Materials Specialist Course</b>	Length of Course (# of Hrs/Days):	<b>24 Hours</b>
Total Price of Course:	<b>\$4,985</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$5,250</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$500</b>
Description of course: <i>24-hour course that meets the OSHA requirements. This course provides instruction for individuals who respond with and provide support to Hazardous Materials Technicians and act as the site liaison at a hazardous substance release incident. Topics include, but are not limited to: Review of 1910.120 requirements; Implementing response plans; Identifying and evaluating hazardous substances; Decontamination concepts and procedures; Response concepts and techniques; Personal protective equipment; and Hands-on workshop. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>24-hour Hazardous Waste Operations and Emergency Response – On Scene Incident Commander Course</b>	Length of Course (# of Hrs/Days):	<b>24 Hours</b>
Total Price of Course:	<b>\$4,985</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$5,250</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$500</b>
Description of course: <i>24-hour course that meets the OSHA requirements. This course provides instruction for individuals who will assume control of the incident scene during the release of a hazardous substance. Topics include, but are not limited to: Review of 1910.120 requirements; Implementing response plans; Identifying and evaluating hazardous substances; Decontamination concepts and procedures; Response concepts and techniques; Personal protective equipment; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>8-hour Hazardous Waste Operations and Emergency Response – First Responder Operations Level Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that meets the OSHA requirements. This course provides instruction for individuals who respond to releases of hazardous substances for the purpose of stopping the release. Topics include, but are not limited to: Review of 1910.120 requirements; Implementing response plans; Identifying and evaluating hazardous substances; Permissible exposure limits; Containment concepts and techniques; Personal protective equipment; and Hands-on workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>4-hour Hazardous Waste Operations and Emergency Response – First Responder Awareness Level Course</b>	Length of Course (# of Hrs/Days):	<b>4 Hours</b>
Total Price of Course:	<b>\$950</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,000</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$95</b>
Description of course: <i>4-hour course that meets the OSHA requirements. This course provides instruction for individuals who witness a hazardous substance release and notify the proper authorities. Topics include, but are not limited to: Review of 1910.120 requirements; Response notification requirements; and Identifying hazardous substances. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>8-hour Hazardous Waste Operations and Emergency Response Supervisor Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that meets the OSHA requirements. This course provides instruction for individuals who supervise general site workers and employees who respond to releases of hazardous substances. Topics include, but are not limited to: Review of 1910.120 requirements; Safety and health programs; Health hazard monitoring; Identifying and evaluating hazardous substances; Containment concepts and techniques; and Personal protective equipment. Students receive a certificate of completion.</i>			

Title of Course:	<b>8-hour Hazardous Waste Operations and Emergency Response (HAZWOPER) Refresher Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course that meets the OSHA requirements and provides the refresher instruction required to keep your HAZWOPER training current. Topics include, but are not limited to: Review of 1910.120 requirements; Implementing response plans; Identifying and evaluating hazardous substances; Permissible exposure limits; Containment concepts and techniques; Personal protective equipment; and Practical application workshop. Students receive a certificate of completion.</i>			

Title of Course:	<b>Ammonia Spill Response/Clean-up 8-hour Course</b>	Length of Course (# of Hrs/Days):	<b>8 Hours</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>8-hour course provides the instruction required to respond safely to a spill/release of ammonia. Topics include, but are not limited to: Review of 1910.111 requirements; Implementing response plans; Identifying and evaluating ammonia hazards; Permissible exposure limits; Air monitoring techniques; Containment concepts and techniques; Personal protective equipment; and Hands-on workshop. Students receive a certificate of completion.</i>			

## TRAINING COURSES

(Course Price Data Sheets and Course Descriptions for Training at OCCU-TEC Facility)

Title of Course:	<b>Overview of Environmental Regulations 1-day Course</b>	Length of Course (# of Hrs/Days):	<b>1 Day</b>
Total Price of Course:	<b>\$1,660</b>	Minimum Number of Participants:	<b>10</b>
Commercial Price:	<b>\$1,750</b>	Maximum Number of Participants:	<b>30</b>
Government Discount from the Commercial Price			<b>5%</b>
Price per each additional participant in excess of the minimum (if applicable)			<b>\$165</b>
Description of course: <i>1-day course that provides an introduction to and review of the most common Environmental Protection Agency (EPA) regulations. Topics include, but are not limited to: History of EPA; Overview of EPA regulations; Resource Conservation and Recovery Act; Comprehensive Environmental Response, Compensation and Liability Act; Superfund Amendment and Reauthorization Act Title III; Toxic Substance Control Act; Safe Drinking Water Act; Clean Air Act; Clean Water Act; and Federal Insecticide, Fungicide and Rodenticide Act. Students receive a certificate of completion.</i>			